

**General Service Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The internet address for GSA-Advantage!™ is: <http://www.GSAAdvantage.gov>

**Mission Oriented Business Integrated Services**

**FSC Group 874**

**Contract No.: GS-10F-0102W**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

**Contract Period: 01/29/2010 to 01/28/2015**



**Contractor**

The Concourse Group, LLC  
619 Severn Ave. Suite 103  
Annapolis, MD 21403  
[www.theconcoursegroup.com](http://www.theconcoursegroup.com)

**Contact**

Thomas Shea, Principal  
The Concourse Group, LLC  
927 15th Street N.W.  
8th Floor  
Washington, D.C. 20005  
Email: [tshea@theconcoursegroup.com](mailto:tshea@theconcoursegroup.com)  
Phone: 410 267 6064 ext 14  
Fax: 410 267 7406

**Business Size/Status: Small**

**Prices shown herein are NET (discount deducted)**

**Pricelist current through Refresh #14**

- 1a. Awarded Special Item Number(s) – **874-6 Acquisition Management Support Contractors**
- 1b. Identification of the Lowest Priced Item/Service and Lowest Unit Price for That Item/Service for Each Special Item Number Awarded – **Prices shown in price list are valid for all areas. [NOTE: Travel costs will be expensed in accordance with Joint Travel Regulations.]**
- 1c. Labor Category Descriptions – **See page 5**
2. Maximum order – **\$1,000,000.00**
3. Minimum order – **\$300.00**
4. Geographic coverage (delivery area) – **Domestic delivery only**
5. Point(s) of production (city, county, and state or foreign country) – **Services Contract only – All work is preformed at 619 Severn Ave., Suite 103, Annapolis, MD 21403 Anne Arundel County.**
6. Discount from list prices or statement of net price – **In accordance with clause 552.238-75 Price Reductions, the Government shall receive discounts equal to or better than those extended to the “best” customer throughout the life of the contract. Any change in The Concourse Groups’ commercial pricing or discount arrangement applicable to the identified customer or category of customers shall constitute a price reduction. The Concourse Group agrees to notify the Contracting Officer no later than 15 days after the price reduction’s effective date.**
7. Quantity discounts – **Not applicable**
8. Prompt payment terms – **Net 30**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. – **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. – **Yes**
10. Foreign items – **Not applicable**
- 11a. Time of delivery – **To be negotiated at the task order level**
- 11b. Expedited delivery – **Not applicable**
- 11c. Overnight and 2-day delivery – **Not applicable**
- 11d. Urgent requirements – **In accordance with clause I-FSS-140-B Concourse shall reply to any inquiry for accelerated delivery within 3 working days after receipt of inquiry. Any telephone inquiries or replies will be confirmed by Concourse in writing.**
12. F.O.B. point(s) – **Destination**
- 13a. Ordering address(es) – **619 Severn Ave., Suite 103, Annapolis, MD 21403**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA’s), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address – **619 Severn Ave., Suite 103, Annapolis, MD 21403**
15. Warranty provision – **Not applicable**
16. Export packing charges – **Not applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). – **Not applicable**
18. Terms and conditions of rental maintenance, and repair – **Not applicable.**
19. Terms and conditions of installation – **Not applicable.**
20. Terms and conditions of repair parts – **Not applicable.**
- 20a. Terms and conditions for any other services – **Not applicable.**
21. List of service and distribution points – **Not applicable**
22. List of participating dealers – **Not applicable**
23. Preventative maintenance – **Not applicable**
- 24a. Special attributes such as environmental attributes – **Not applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/). – **Not applicable**
25. Data Universal Number System (DUNS) number: **034275326**
26. Notification regarding registration in Central Contractor Registration (CCR) database – **Active in CCR; Changes Pending; Registration valid until Saturday, January 29, 2011.**
27. Uncompensated Overtime – **Not applicable**

## **General Contract Information**

874-6 Acquisition Management Support Contractors

### **Overview of Services for SIN 874-6**

Concourse provides professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are:

- Acquisition planning assistance, including market research and recommendation of a procurement strategy
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, and price negotiation memoranda
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- Contract close-out assistance
- Competitive sourcing support, including Office of Management and Budget (OMB) Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies

Inherently Governmental services, as identified in FAR 7.503 or by the ordering agency, are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address them prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).

### **Contract Administrator**

Sarah Kesselring

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### **Technical and Marketing Contact**

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## **Contract Scope**

Statement of Work Development  
Compliant Request for Proposal Preparation  
Contracts Negotiation  
Post Award Management

## **Special Item Number (SINs) Descriptions**

Acquisition Management Support Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).

## **Terms and Conditions**

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12—Acquisition of Commercial Items. To the maximum extent practicable, GSA multiple award schedule contracts include only those clauses and terms and conditions, either required to implement provisions of law or executive orders applicable to the acquisition of commercial items, or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel, etc.), provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law.

The terms and conditions of Concourse's MOBIS contract are current through Refresh #14 to Solicitation Number TFTP-MC-000874-B. An electronic version of the MOBIS solicitation may be found at FedBizOpps by following this link: <http://www.fbo.gov>

## Labor Category Descriptions

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### SENIOR PRINCIPAL

**Function** – Senior Principals provide expert advice on development of acquisition plan, documents, surveillance plans, work statements, synopses, solicitation documents, and briefs; assist in proposal evaluation; assist in financial closings; allocation of resources to perform tasks; they also provide expert assistance in privatization studies, business case analysis, and strategic sourcing studies.

- Minimum Training – 6 privatization projects completed and 12 privatization proposals and experience on both the private and public sector projects.
- Certifications – Investment banking experience, CFA, or an advanced degree. Membership in trade groups such as PHMA, ULI, or NAHB.
- Education – Senior Principals will have an advanced degree or Concourse's standard commercial practice is to substitute experience for education with the methodology that five years experience equates to a BA/BS and ten years experience equates to a MA degree.
- Experience Requirements – A minimum of 15 years experience in the development/finance industry.

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### PRINCIPAL

**Function** – Concourse Principals are senior members of the LLC and have extensive experience in acquisition planning assistance in development, finance, real estate strategic planning, and project management. They have the ability to take a project from its initial conceptual stages to completion, solve complex problems, and coordinate multiple activities and cooperating team members. Principals manage quality assurance surveillance plans, competitive sourcing, assist in developing long-term real estate strategies, evaluation of proposals, provide direction and leadership to the team, and manage staff. Principals interface with existing clients and development relationships with potential clients and pursue new business opportunities and act as company spokesmen.

- Minimum Training – 6 privatization projects completed and 12 privatization proposals.
- Certifications – Investment banking experience, CFA, or an advanced degree. Membership in trade groups such as PHMA, ULI, or NAHB.
- Education – Principals will have an advanced degree or Concourse's standard commercial practice is to substitute experience for education with the methodology that five years experience equates to a BA/BS and ten years experience equates to a MA degree.
- Experience Requirements – A minimum of 15 years experience in the development/finance industry.

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### PROJECT MANAGER

**Function** – Concourse Senior Associates will provide experience in real estate strategic planning and marketing, financial analysis, deal structure, project management, provide day-to-day management and implement task orders, write or assist in the development of acquisition documents, plans, work statements synopses, solicitations, pre solicitations, briefs, and pro formas, as well as oversee contract administration services for the client. Project Managers have many of the qualities of principals and are on track to join senior management as principals. Project Managers may provide oversight and guidance to one or more junior-level employees and augment the principals work efforts.

- Minimum Training – 2 privatization projects completes and 8 privatization proposals.

- Certifications – Membership in trade groups such as PHMA, ULI, or NAHB.
- Education – Project Manager will have an advanced degree or Concourse's standard commercial practice is to substitute experience for education with the methodology that five years experience equates to a BA/BS and ten years experience equates to a MA degree.
- Experience Requirements – A minimum of 5 years experience in the industry.

#### SENIOR ASSOCIATES AND ASSOCIATES

**Function** – Senior Associates and Associates are less experienced professional staff. Associates work with direct supervision from a Principal or Senior Associate and perform research for Acquisition planning, collect data and prepare acquisition documents, plans, develop work statements, papers, and presentations for clients. Senior Associates manage some small projects and work closely with fellow Associates and Project Managers in researching and preparing reports and studies for clients, specifically competitive sourcing support.

- Minimum Training – Privatization proposal or other relevant experiences.
- Certifications – Membership in trade groups such as PHMA, ULI, or NAHB.
- Education – Senior Associates and Associates will have an advanced degree or Concourse's standard commercial practice is to substitute experience for education with the methodology that five years experience equates to a BA/BS and ten years experience equates to a MA degree.
- Experience Requirements – A minimum of three (3) years experience in the industry or a related industry.

#### TECHNICAL SUPPORT

**Function** – Technical Support persons will provide administrative support to professional staff, keep books and financial records, editing, graphics, plan and coordinate events and travel, compile and duplicate reports, administer contracts, track proposals, manage documents, and manage the office.

- Minimum Training – Technical Support personnel work under the direct supervision of Principals.
- Certifications – Not required.
- Education – A high school diploma and typically some college level classes.
- Experience Requirements – Two to five years work experience.

### Rates for Services – SIN 874-6

Labor Categories	Government Hourly Rates (Including IFF)	Government Daily Rates
Senior Principal	\$352.64	\$2,821.12
Principal	\$188.92	\$1,511.36
Project Manager	\$148.63	\$1,189.04
Senior Associate	\$137.62	\$1,100.96
Associate	\$110.10	\$ 880.80
Technical Support	\$ 45.15	\$ 361.20